

# MEMORANDUM

CITY/BOROUGH OF JUNEAU

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DATE: April 5, 2017

FROM: Duncan Rorie Watt  
City and Borough Manager

SUBJECT: FY18 Passenger Fee Proceeds Recommendations - FINAL

Based on our latest projection of 1,060,000 passengers expected to visit this summer, the amount of revenue available in FY18 is anticipated to be \$5,200,000. There were no comments submitted during the public comment period.

Below are the descriptions of operating, grant or capital funding allocations that I am recommending for funding.

Attached to this memo is a spreadsheet that shows all of the funding requests submitted, the draft funding allocations recommendations, and prior fiscal year allocations. Also included in the spreadsheet are titles of requests that are not recommended for funding.

CBJ Code requires that the draft allocations be made available for public comment for 30 days beginning January 15<sup>th</sup>. This memo is regrettably late, we will accept public comment for a week beyond the required time, closing public comment on March 15<sup>th</sup>.

## **OPERATIONS**

### **Identified Government Operations**

On May 10, 2000, the Assembly Finance Committee approved a formula that reflects cruise ship passenger impacts on specific government services and is used to determine an amount of Marine Passenger Fee (MPF) proceeds to be used in support of identified government operations. In 2003, a full cost analysis was evaluated by Elgee, Rehfield and Mertz, LLC, and it was determined this formula provided a fair and accurate assessment of costs. The formula has not been adjusted since its initial creation.

### **JPD - Downtown Foot/Bike Patrol**

This provides additional foot and bike patrol presence by Juneau Police Department (JPD) officers in the downtown area during the summer. JPD's presence is important to ensure the safety of visitors, provide assistance and direction, and mitigate problems that can occur between some of the regular downtown locals and summertime visitors.

### **Parks & Rec - Downtown Restroom Maintenance**

This provides contractual services (labor and materials) required to clean the public restrooms in City Hall, Marine Parking Garage, Juneau Library, and the Downtown Transportation Center, seven days a week, six times per day, for five months during the summer.

**Public Works - Downtown Road Cleaning and Maintenance**

Due to heavy summer use by visitors, the downtown sidewalks require extra cleaning and litter/garbage removal to keep them clean and safe. This funding provides for two summer seasonal employees to keep the sidewalks clean, empty downtown garbage containers and perform other services as needed on a daily basis to maintain the downtown core area in a presentable manner for our visitors.

**CCFR - Seasonal BLS/Firefighter Program**

This funding pays for six seasonal EMTs from April 17 to September 30. Last summer staff responded to 489 calls and transported 340 patients. This funds the seasonal EMT's and the safety equipment, uniforms, fuel costs, consumable medical supplies, and training for the seasonal employees.

**Port of Juneau - Port Operations**

The Docks and Harbors Board has requested funding to offset the costs and impacts of providing area wide services and support to cruise ship passengers. The Board reviewed its budget and apportioned expenses associated with those services and estimated that approximately 9% of the annual docks budget will be attributed to providing area wide service to cruise ship passengers.

**Customs Building Maintenance**

The Port-Customs building will be occupied by the Department of Homeland Security-Customs Border Protection year-round and Docks and Harbors staff from April through October. Funding for this project also includes support for the new Visitors Center, which will be managed by the Juneau Convention and Visitors Bureau. Docks and Harbors is responsible for the year-round maintenance and operation of the facility, which includes all utilities, alarm monitoring, winter snow removal, janitorial, maintenance of the parking lot, and general maintenance of the facility.

**Weather/Current Monitoring System Operations and Maintenance**

This funding would provide annual operations and maintenance for valuable real time weather and water current information to mariners that access the downtown Juneau waterfront including the four cruise ship berths (private and public), and the Taku Dock (serving Taku Fisheries). The system provides wind and current monitoring sensors at various locations to offer real time information for navigation purposes. The system disseminates via a phone app, internet, or other public media commonly available to mariners in the immediate area.

**Capital Transit – Seasonal Support**

Visitors heavily use local bus service during the summer; it provides a safe, clean, and cost effective way for visitors to view the glacier and other areas of Juneau. The additional revenue from summer visitors helps offset the cost of the service; however, Capital Transit is a heavily subsidized service. Total revenues cover only 13% of the operational costs.

**Downtown Pay Phones**

To meet telephonic communications demands from cruise ship passengers and cruise ship crew, the City and Borough of Juneau (CBJ) continues to maintain pay telephones in the downtown corridor.

### **Tug Assist**

During design and permitting of the southern berth of the 16B Cruise Ship Dock project, concerns were raised that under some weather conditions that there would be a need for tug boat assistance for some ships docking at the Franklin Dock. This funding would be used on an as needed basis – need during the summer of 2016 was limited to several stand by events.

### **Wireless Internet – Marine Park Pavillion – Juneau Public Libraries**

This funding will allow the Library to place a wireless access point in the Marine Park Pavillion. We believe that if we can more readily meet the connectivity needs of passengers and crew before they get to the library, we can mitigate the congestion challenge in the library caused by approximately 150 active Internet connections that we can see during any given day during the summer.

## **GRANTS**

### **Downtown Security Program - Downtown Business Association**

Funding for this program supports two uniformed security officers that patrol the downtown area on foot from May through September. These security officers assist visitors with information, directions, and patrol the downtown area for loitering, panhandling, public intoxication, and other public nuisances potentially impacting summer visitors and local residents. With regard to public safety issues and infractions of the law, the security officers refer these issues to JPD to handle. This program is provided through a private contract administered by the Downtown Business Association.

### **Tourism Best Management Practices Support – Juneau Convention and Visitors Bureau**

This provides funding for printing, public notices, advertisements, and a contractual amount for Juneau Convention and Visitors Bureau (JCVB) staff to provide support to the Tourism Best Management Practices (TBMP) effort. TBMP is a voluntary industry-managed program, designed to provide services to vessel passengers and address impacts, including safety issues, of tourism on local residents. The JCVB administers the program with the funding provided by Marine Passenger Fee proceeds.

### **Travel Juneau - Crossing Guards**

The purpose of this program is to facilitate safe traffic flow in the downtown area, encourage pedestrians to stay on the sidewalks, increase pedestrian safety, and control the crossing locations where summer pedestrians can cross the streets. This will fund crossing guards during the summer visitor season and during peak traffic times. The crossing guards will staff the Cruise Ship Terminal, People's Wharf, Marine Park Plaza, and at Taku Smokeries. This funding also provides for some limited equipment purchases, general training, scheduling, and deployment of the crossing guards. This program is currently administered by Travel Juneau.

### **Visitor Information Program**

The JCVB provides summer visitors with information, directions, and assistance. Program expenses include administrative support for training and supervision of 130 volunteers, managing the cruise ship terminal visitor center and Marine Park kiosk, two paid seasonal visitor information positions, and printed materials.

**Franklin Dock Enterprises, LLC - Dock Security**

Security exercises and training for all personnel with security related duties and security related expenses, along with security personnel enclosures/equipment to achieve compliance with US Coast Guard required/approved security plan.

**Restroom Cleaning and Maintenance**

This provides funding for restroom cleaning and maintenance supplies for cruise ship passenger public restrooms located at the Franklin Dock.

**Dock and Shore Power Maintenance - Franklin Dock Enterprises, LLC**

Continuing project – pressure wash and patch/paint and smooth all slip/trip hazards on dock surface and re-fill with composite to avoid future cracking, breaking, and formation of divots. Repaint surface and apply slip-resistant grout to provide safe and slip-proof pedestrian access. Re-galvanize safety and security barriers. Repair/replace indoor/outdoor carpet on passenger walkway to address same pedestrian/access/safety concerns. Conduct maintenance on shore power gantry and crane system to ensure continued and uninterrupted capability to connect to shore power.

**AJ Juneau Dock, LLC - Restroom Cleaning and Landscaping Maintenance**

In keeping with city requests at similar facilities, the AJ Dock requests assistance with the cleaning costs of the AJ dock restrooms which are open for public as well as uplands upkeep of park infrastructure including garbage, lighting, benches, fences, street sweeping, landscaping upkeep, etc. This year's project request includes interpretive signage, new benches (replacing 15-year-old wood benches), landscape maintenance and a new bear proof trash can.

**Juneau Port Security and Short-Range Response Boat**

The Department of Homeland Security awarded the AJ Dock with a port security and short range response boat that conducts port security patrols, at-sea deliveries to cruise ships in port (some items can not go across the docks for security reasons). It is designed to accommodate medevacs, spill response, salvage operations, and on-scene support for emergency or law enforcement issues when ships are at anchor or at sea. This request is solely to cover the manning, maintenance, and operational expenses related to this vessel.

**Port Security Guard, Security Training and Exercises**

This project includes training, equipment, supplies, maintenance, signage, credentials, exercises and operations related to the safety and security of the cruise ship facility. This request will fund annual security cost requirements and enhancements to achieve compliance with the US Coast Guard required/approved facility security plan as well as facility safety, spill response, incident management, drills and exercises.

## **CAPITAL PROJECTS**

### **Port of Juneau - Visitor Information Kiosk Replacement – Design**

The visitor information kiosk serves cruise ship passengers needing information about Juneau. It is located in a strategic location near one of the two city owned docks that support the cruise industry. The current kiosk has exceeded its design life. The facility does not meet ADA standards, has inadequate heating, and does not provide adequate shelter for patrons. This request would provide funding for planning, design, and cost estimate for a new kiosk facility. Once costs are known it is anticipated a future funding request would be made for construction.

### **Cruise Ship Uplands Staging Area**

This project would be located in the downtown area near the cruise ship dock, an area that serves over one million cruise ship passengers each year. The project entails identifying and procurement of available downtown lands necessary to accommodate additional staging areas required to accommodate the larger post-Panamax sized cruise ships and greater passenger counts.

### **Downtown Restrooms South of the Library/Parking Garage**

This funding would begin the design phase of the project. This project has been brought forward at the request of the Assembly to address the lack of adequate restroom facilities in the downtown waterfront area.

### **CBJ Engineering - Downtown Street Improvements**

This funding will provide for street reconstruction of Phase II of the Downtown Street Improvement project. This phase includes Front Street, North Franklin Street from Front Street to Second Street, and a portion of First Street.

### **Waterfront Seawalk**

This funding would provide additional funding for on-going seawalk planning, permitting, design, easement or land acquisition and construction. As of the writing of this memo, the next seawalk project has not yet been designated.

### **Real Time Wastewater Monitoring**

This funding would provide partial funding to begin a project to scope out improvements required to perform real time wastewater monitoring at the Franklin Dock. Detailed knowledge of the strength and volume of flows being sent to the wastewater treatment plant would allow CBJ staff to maximize the number of ships using the discharge system. This summer, it is anticipated that multiple ships will not desire to concurrently use the wastewater system. As the desirability of the use of the wastewater system could rapidly change, partial funding is recommended for this year.



**Capital Projects**

Port of Juneau		25,000	25,000	Visitor Informatin Kiosk Replacement - Design
		1,000,000	100,000	Cruise Ship Uplands Staging Area
		500,000	75,000	Downtown Restrooms - Partial Funding to Locate/Design
CBJ Engineering	900,000	1,000,000	1,000,000	Downtown Street Improvements
	237,200	1,200,000	577,780	Waterfront Seawalk (Various Phases, Possible Land/Easement Acquisitions)
Franklin/AJ/CBJ Port & WW Util		200,000	50,000	Real Time Wastewater Monitoring - Potentially Allows more aggregate discharge

**Subtotal Projects: \$1,827,780**

Notes:

**Draft FY 18 Funding (Ops + Grants + Projects): \$5,200,000**

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**No Funding Proposed**

Alaska Ocean Center		470,000	0	Sea Walk Corridor Easement
		650,000	0	Bus Staging/Circulator Area
Alaska Survival Products		95,000	0	Information Specialists
BRH	47,000	400,013	0	Offset Financial Impact of Cruise Ship Patient Load/Coordinating Services
CCFR		15,000	0	Rescue Team Support
City Manager		250,000	0	Pilot Circulator for a Season
Goldbelt		238,113	0	Seadrome Marina
Juneau Raptor Center		60,000	0	Eagle Mew & Access Upgrades (at top of the Mt. Roberts Tram)
Parks & Recreation		33,900	0	Landscape Maintenance
Port		45,000	0	Landscape Maintenance Services
Taku Conservation Foundation	0	25,000	0	Mount Roberts Observation Deck
		<b>Subtotal No Funding:</b>	<b>\$3,696,630</b>	Includes partially funded items/requestors above